

HOW TO OPEN A CASE

- ◆ CLICK ON NETSCAPE NAVIGATOR
- ◆ TYPE IN COURT WEBSITE ADDRESS (www.nysb.uscourts.gov)
- ◆ CLICK ON DOCUMENT FILING SYSTEM
- ◆ TYPE IN LOGIN AND PASSWORD
- ◆ CLICK ON BANKRUPTCY EVENTS
- ◆ CLICK ON OPEN A CASE
- ◆ COMPLETE INFORMATION ON SCREENS REGARDING DEBTOR AND STATISTICAL INFORMATION
- ◆ SEARCH FOR YOUR CLIENT BY LAST NAME
- ◆ SEARCH FOR ALIAS (OPTIONAL)
- ◆ THE COMPUTER GENERATES A CASE NUMBER
- ◆ THE CASE IS NOW OPEN; FILE YOUR PETITION IMMEDIATELY